



ES-Department Chief II

Characteristics of Work

This is administrative work in directing, planning, organizing and supervising staff engaged in the operation of a designated department in Employment Security based upon factors such as staff assigned, share of budget responsibility, and technical responsibility to the agency. This class differs from that of Department Chief I in that the functions of the incumbent are wider in scope, the supervision is usually over a larger department, and the responsibilities are more extensive. This position usually reports to an Assistant Director, Director, or equivalent level supervisor.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Plans and directs the work of staff engaged in employment security program.

Determines staff needs and makes personnel assignments to achieve programmatic goals.

Plans and supervises training needs of staff.

Develops departmental procedures and instructional materials.

Supervises units within the department.

Evaluates and analyzes programs and prepares regular and special reports with interpretation for administrative use.

Recommends adoption of new or revised methods to improve functional and programmatic operation.

Coordinates work with other agency department chiefs.

Advises Division Director of departmental activities.

Performs related or similar duties as required or assigned.

Essential Functions

These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Plans, coordinates and supervises the activities and staff within a large size department of the Mississippi Employment Security Commission, ensuring that all related policies and procedures are being followed.
2. Performs administrative and technical functions of the department for which supervision and management have been designated.
3. Communicates and coordinates work (by telephone, correspondence, or personal meetings) with a wide array of individuals to facilitate and implement agency operations.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is frequently required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is occasionally required to walk; stand; and reach with hands and arms.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Experience/Educational Requirements:

Education:

A Master's Degree from an accredited four-year college or university in business administration, economics, public administration, counseling, or a related field.

AND

Experience:

Three (3) years of professional, administrative experience which must have included line or project supervision.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in business administration, economics, public administration, counseling, or a related field.

AND

Experience:

Four (4) years of related experience, three (3) years of which must have been professional, administrative experience and must have included line or project supervision.

OR

Education:

Successful completion of two years of college (sixty (60) semester hours) in business administration, economics, public administration, counseling, or a related field.

AND

Experience:

Six (6) years of related experience, three (3) years of which must have been professional, administrative experience and must have included line or project supervision.

NOTE: Position may require specialized training and/or experience depending upon the specific job duties of the Department.

Documentation Required:

Applicant must attach a valid copy of his/her transcript or other evidence to verify completion of required education.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.